



BLENHEIM  
SCHOOLS

# Admissions Policy

Policy Folder: Operations



## 1. Introduction

This policy explains the school's admissions procedures and its commitment to equal treatment of, and opportunities for, its pupils.

Blenheim Schools welcomes applicants from all backgrounds and does not discriminate on the basis of disability, gender, race, religion or belief, sex or sexual orientation in its admissions procedures. All enquiries are dealt with fairly and equally.

Deciding on the right school for your child is very important, and we at Blenheim Schools believe that a personal visit is invaluable. We very much hope that you and your child will visit our School. We hold open mornings throughout the year, which give prospective parents an opportunity to tour the school and meet the Headteacher. Details are published on our website, and all registered parents are informed. We are also very happy to welcome prospective parents at other times for a personal meeting with the Head and/or Head of the relevant school and a tour of the school. This policy applies to all pupils seeking admission to the school, including those in the EYFS.

## 2. The Entry Procedure

The school is a non-academically selective school. Selection is not based upon academic ability but on a pupil's potential to prosper at the school, socially and academically. Where possible, there will be an informal interview. We do require references from the candidate's previous school or nursery and consider the observations and feedback from staff following any trial day(s). Our selection process is designed to identify pupils who can benefit from our balanced and well-rounded education and to make a positive contribution to the life of the school.

Applicants for admission should register by the end of December of the year preceding the desired year of admission. The school welcomes in-year applications, but places in any one-year group can only be allocated if there is availability at the time of application.



**Blenheim Schools**  
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### 3. The Admissions Process

We understand that choosing the right school is a big decision – and we're here to support you every step of the way. Our admissions journey is designed to be as open, thoughtful, and human as the school itself. Our bespoke and straightforward admissions process follows the following steps:

#### **Make an Initial Enquiry**

Reach out to our friendly Admissions Team to ask questions, request a prospectus, or simply start a conversation. We're here to listen and help.

#### **Book a Personal Tour or Attend an Open Day**

No website, prospectus, virtual tour or social media platform can do our schools justice – places which thrive on human interaction and relationships. Please do take the time to come and see us in action – our door is always open. The best way is to come and experience the school for yourself – ideally with your child.

#### **Register Your Interest**

If you feel that the school could be the right fit, we'll invite you to register your interest and begin the next steps.

#### **Taster Day(s)**

This is not a test – it's a chance to explore. Your child will spend time with their potential classmates and teachers, experiencing life at the school. It's also a valuable opportunity for us to get to know your child as an individual.

We encourage families to reflect on questions like:

"Can I be myself here?"

"Will I be accepted and respected?"

"Is this a place where I can be happy and learn?"

#### **Offer Stage**

The final step – there is no entrance examination to join our school – we are proudly all-ability. Following taster days there's a straightforward administration process and an opportunity for both the school and the family to reflect briefly to



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ensure that we are the right fit for each other. At that point an offer would be made.

### **Secure Your Place**

Once we receive your completed admissions forms and deposit, your child's place at our school is confirmed.

### **Your Child's Journey Begins**

From here, the adventure truly starts. We'll work closely with you to ensure a smooth, supported transition into school life.

## **4. Equal Opportunities and Information Sharing**

Blenheim Schools is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, disability, gender reassignment, sexual orientation, or social background. We actively promote respect and tolerance for people with protected characteristics as defined by the Equality Act 2010.

Parents must disclose all relevant information about their child's medical, educational, or other needs during the application process. This includes any Educational Psychologist reports, EHC Plans, or medical reports. Parents must also inform the school of any changes to this information prior to the child's enrolment or during their time at the school.

Failure to disclose relevant information or providing misleading or incomplete details may result in the withdrawal of an offer or termination of the Parent Contract. Such steps will be taken only after consultation with parents and, where necessary, legal counsel.

## **5. Equal Treatment**

Blenheim Schools is committed to equal treatment for all. The school has due regard to the Equality Act 2010 and promotes respect and tolerance for people who have a protected characteristic. The school is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community.





The school recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act; all candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in all Religious Education lessons.

To promote transparency and accountability, parents are required to provide accurate, complete, and timely information regarding their child's needs during the admissions process. This includes disclosing any changes to a child's circumstances after enrolment. Failure to do so may result in the withdrawal of an offer or a review of the child's place at the school, in consultation with the family.

## **6. Special Educational Needs and Disabilities**

Blenheim Schools welcomes pupils with special educational needs and disabilities. Parents are required to disclose any known special educational needs, disabilities, or medical conditions during the application process. This includes sharing relevant documentation such as:

- Educational Psychologist and/or clinical reports.
- EHC Plans or assessments.
- Medical reports or other professional evaluations.

The Headteacher and relevant senior leaders, such as the SENCO or Head of Inclusion, will review all relevant documentation and assess whether or not the school can meet the pupil's needs.

The school's commitment extends beyond admission. If a pupil's needs evolve after enrolment, parents must inform the school promptly to allow a reassessment of reasonable adjustments. Any subsequent adjustments will be discussed with parents to ensure the pupil's needs are met effectively and safely.

In rare cases where reasonable adjustments cannot be made, or where meeting the pupil's needs would compromise the safety of others or the integrity of the







school's operations, the school may reconsider the pupil's placement. Such decisions will be made transparently and collaboratively.

## **7. Pupils with Medical Requirements**

If the school believes that it can meet a child's needs for medical provision, or the ongoing administration of medication, the school will endeavour to meet such needs. Where necessary, if specialist knowledge is required, the school will arrange additional training for relevant staff to support a pupil's medical needs (for example for anaphylaxis, diabetes and asthma). We will discuss thoroughly with parents and their medical advisers any reasonable adjustments that can be made and the administration of medication, to enable a child to become and continue as a pupil at the school. For further information, please refer to the policy on first aid and the administration of medication.

## **8. Pupils with Dietary Requirements**

Where reasonable adjustments can be made, the school welcomes pupils who have particular dietary requirements due, for example, due to cultural or religious backgrounds or to food allergies or intolerances. Information on dietary needs is gathered as part of the admissions process and shared as appropriate with catering and teaching staff. In more complex situations, a meeting may be organised between the registrar and/or catering manager and the parents and/or health practitioner to discuss and plan for a child's dietary needs. Parents are asked to inform the school promptly if there is a change in a child's dietary needs.

## **9. Waiting List for Entry throughout the Year**

At times, spaces do become available in various year groups throughout the year. If parents are interested in applying for a place during the year, they should contact the Admissions Registrar who will organise a mutually convenient time for a visit. We will contact the child's current school or nursery and request references.





## **10. Overseas Applicants**

Blenheim Schools welcomes overseas pupils, who can study at the school, provided that UK immigration requirements, such as are in force at the time, are met and they have a relative, legal guardian or host family living in the UK with whom they can reside. Where necessary, individual admission arrangements will be made for pupils applying for a place at the school from overseas.

## **11. Fluency in English**

To meet the academic and social demands of the school, pupils should ideally be fluent English speakers. Pupils with English as an Additional Language (EAL) are supported in school, but additional tutoring may be recommended. Parents are encouraged to arrange this tutoring outside school to ensure their child's success.

Where this is not possible, for example, when a family has to move with little notice, the school provides additional support for EAL for those identified as requiring it for one session per week, with additional sessions available at additional cost, above the normal termly fees payable. This may also mean adapting the pupil's timetable for a period of time. All pupils are assessed for their ability in English, where English is an additional language, using the school's own assessment process. The outcomes are reported in line with the school's stages of English acquisition within the Infant and Junior departments, and in line with the Common European Framework for Reference of Languages (CEFR) in the Seniors, where applicable.

## **12. Religious Beliefs**

We are not a religious school and welcome children from all faiths or none.

## **13. Offer and Acceptance**

If the school offers your child a place, a confirmation letter along with an Acceptance Form will be sent to you. To accept the offered place a completed Acceptance Form, signed by both parents, along with a copy of your child's birth certificate should be sent to the School Office. A deposit is also required to secure





the place; details of the deposit are outlined within the offer letter. Please refer to the School's Terms and Conditions for information as to how the deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

#### **14. Withdrawal of Offers**

Blenheim Schools is committed to maintaining compliance with the Equality Act 2010 and related regulations, including the Independent School Standards (ISS) and Special Educational Needs and Disability Act (SENDA). We ensure that all decisions related to admissions are fair, transparent, and compliant with relevant legal frameworks.

Decisions to withdraw an offer or decline an application will be made only after:

1. A consultation with parents or guardians.
2. A review of the circumstances by the school's leadership team.
3. Legal advice, where necessary, to minimise potential legal and reputational risks.

All such decisions will be communicated in writing, outlining the reasons clearly and sensitively.

#### **15. School's Contractual Terms & Conditions**

Blenheim Schools ensures alignment between its admissions policy and parental contracts. Parents must agree to the school's terms, which include:

1. Providing accurate and complete information about the pupil.
2. Notifying the school of any changes in circumstances that could affect the pupil's education or wellbeing.
3. Understanding that breaches of these terms may result in the withdrawal of a place, in line with the school's commitments under the Equality Act 2010.







## **16. Admissions Register**

In accordance with Paragraph 15 of the Independent Schools Standards Regulations, and in line with requirements related to children missing education, as noted in Keeping Children Safe in Education, the school records on its information management system the required personal information about each registered pupil. The school must notify the Local Authority in the area where the school is situated of the addition or removal at non-standard times of a pupil's name from the admissions register, if the pupil is of compulsory school age. This includes informing the Local Authority when the child has been taken out of school to be home educated, when the family has apparently moved away, when the child has been certified as medically unfit to attend, when the child is in custody for more than four months, or has been permanently excluded.



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